



State of Utah

DEPARTMENT OF TRANSPORTATION

JOHN R. NJORD, P.E.
Executive Director

CARLOS M. BRACERAS, P.E.
Deputy Director

JON M. HUNTSMAN, JR.
Governor

GARY R. HERBERT
Lieutenant Governor

9/10/2007

Dear Consultants:

In order to increase consistency and better facilitate corrections, UDOT will require ALL Categorical Exclusions to be prepared using the Cat Ex form in ePM(Electronic Program Management) beginning October 1, 2007. Preparing Categorical Exclusions in ePM will ensure the latest version of the template is being used. Using ePM will allow minor modifications to be made by UDOT staff, thus reducing the time for a Consultant to make the corrections and reprint.

Consultants that don't already have an ePM account can fill out a User request at the following link:
<http://www.udot.utah.gov/main/f?p=100:pg:12593667431933937000:::1:T,V:716,6858>

The ePM Cat Ex form helps the preparer identify all clearance letters that may be needed along with all Natural and Human Areas that need to be evaluated. The ePM Cat Ex form helps to simplify and streamline the preparation of the document.

Suggestions for Improvements and Reoccurring Problems:

- Bind using a staple, 3 ring binder, or comb bind. Don't use spiral bind because it is too difficult to remove/insert corrected pages.
- Don't make the document longer than it needs to be.
- Verify all written descriptions match supporting figures, diagrams, maps, etc.
- Purpose and Need - Make sure you state the problem and/or deficiency
- Description - Make sure you include: length, termini, and what work will be performed
- Attachments - Verify sure you have all attachments that you reference
- Mitigation - If there is an impact, make sure you include proper mitigation. Ensure the mitigation spreadsheet is included in the CE document.

Please perform Quality Control measures on documents you prepare, before they are submitted to UDOT. Consultants that submit quality documents are more likely to be hired for further work.

Plan on attending our CE 101 session at the upcoming UDOT Engineers Conference.

Questions can be directed to Region Environmental Staff or Central Environmental.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca Stromness".

Rebecca Stromness
Environmental Program Manager
UDOT Environmental Division
(801)965-4327